

# Cleaning Checklist



This is a sample of the agreement required for use of the Fountain Hills Community Center facilities.

## **GENERAL RULES AND REGULATIONS**

All terms and conditions are mandatory and must be fulfilled at every event.

The Caterer/Licensee will have access to the Center to set up and clean up within the 8-hour rental period as stated in the contract. All guests, clients, and caterers must depart the premises with in rental times as stated in the contract; the Center will closed no later than midnight. If any rental items, decorations, and clients have not exited the premises prior to this time over time charges will apply.

Licensee will designate main point of contact who will be at the Center during the event and who will be responsible to answer questions and assist Community Center representative in enforcing the regulations.

Choices of rental company, valet parking services, and other contractual services are all subject to the approval of the Community Center staff (company names and delivery/pick-up times must be listed on pre-event information form). All services must be performed to the highest standard of compliance.

No items may be left in or on Community Center property overnight.

## **USE OF COMMUNITY CENTER FACILITIES**

The Community Center reserves the right to determine which areas may be used for food and beverage service and for other special activities planned for the event.

The Caterer/Licensee is not permitted, at any time, to utilize Community Center equipment without prior permission of the Center. Deliveries and unloading of all items will be made at the kitchen service entrance on the Northwest side of the building. When loading and unloading equipment, care should be taken to avoid hitting walls and doorways. All doors must be opened with hands.

All rentals MUST be picked up the evening of the event and must coincide with the caterers given amount of time for clean-up. A licensee representative must be on-site to confirm the pick-up order. Should the rental vendor come to pick-up an order outside of these established time frames, the caterer agrees to pay a \$25 per hour fee for the additional time incurred.

To ensure the quality of service for the client, Caterer/Licensee agrees to clear **all** bar glassware and bottles throughout the course of the event. Catering staff is not expected to "cocktail" and should direct guests to the bar. Assistance in pouring dinner wine/champagne may be required.

The Community Center does not provide table linens, glassware, china, cleaning supplies, towels or any other "extras". You are responsible for providing these items at the time of your event.

## **FOOD AND BEVERAGE PREPARATION**

All food and beverage preparation is to be conducted in the kitchen area of the Community Center only.

Community Center Kitchen facilities are not to be used for initial food preparation. The space may be used for food warming and work areas, but must be completely cleared and cleaned after each event. A representative must complete an inspection of the kitchen and banquet areas with a member of the Community Center staff prior to exiting the building.

Fryers, charcoal or gas grilling is allowed on the back dock of the Community Center with prior approval from Community Center staff. Caterer is not permitted to block any emergency exits or pathways.

All facilities are to be left in the condition they are found. No washing of dishes or glassware by the Caterer in the dishwasher is permitted.

Sturdy, commercial restaurant chafing dishes with stand parallel to the base of the dish are acceptable for food warming and buffet services.

## **OPEN FLAMES**

Sterno fuel for chafing dishes may be used with commercial restaurant chafing equipment only.

Freestanding candles are not permitted in the Center. Table votives and hurricane lamps are permitted with prior management approval.

## **CATERING PERSONNEL**

The Caterer shall furnish a well-trained staff to include captain or head waiter who are all informed as to the Community Center's property, security and safety concerns, rules and regulations. Catering management and key personnel agree to orientate themselves with Community Center policies prior to the event.

All parties agree that the personnel provided by the Caterer shall be and remain the employees of the Caterer and the Caterer shall be rendered responsible for the payment of all wages and taxes for the services rendered herein.

The Fountain Hills Community Center reserves the right to have removed any catering personnel who are not professionally representing the Community Center / Catering partnership. Any personnel found smoking, drinking, or using drugs will be removed immediately and not permitted to return to work on Community Center grounds.

## **SECURITY AND SAFETY REGULATIONS**

In case of an emergency, problem, suspicion or concern catering personnel should notify the appropriate Community Center staff immediately. During all events serving liquor, a uniformed officer will be on property.

The Community Center reserves the right to inspect all personal property of the Caterer and his/her staff before leaving the Community Center grounds.

## **DECORATIONS AND EQUIPMENT**

The Fountain Hills Community Center does not have an area for storage of personal belongings or rental equipment. All deliveries of supplies or equipment must be the same day of the event with advance notice of time of delivery. All rental items, décor, trash etc. must be removed from the facility immediately following the event. Charges will be applied if these regulations are not followed.

Decorations are limited to table set-ups and decorative props with prior approval from Community Center staff. Mylar balloons, confetti, rice or glitter are not permitted in the Center. Any clean-up of these items will result in an extra charge.

## **CLEAN UP**

All trash, including trash in can located in any area used for the event, must be taken out of the building and placed in the dumpster behind the Center immediately following the event.

Cleaning must occur immediately after the guests have departed the Center. All décor and rental items must be removed from any area used for event within the rental period as stated in the contract.

The ballroom is to be cleared of all items on tables, dance floor, stage and floors. Kitchen area must be cleaned, all surface area wiped, floors and back dock areas must be swept and mopped.

Please leave the facility the way you found it before your event.